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April 2, 2015

## RE: NOTIFICATION FOR CANCELLATION OF SERVICE

To Fire Alarm/Monitoring Service providers,

Recently, our office has received several letters indicating immediate cancellation of fire alarm and/or monitoring services. This letter serves as a reminder that in order to cancel service, you as the licensed service provider must provide adequate notice to both the customer and the authority having jurisdiction (AHJ), in this instance is the Las Vegas Fire & Rescue. Attached is a copy of the Nevada Administrative Codes (NAC 477) dealing with this particular issue:

**NAC 477.349 Notification of discontinuance of service. (NRS 477.030)** A licensed company that is providing service relating to the installation or maintenance of a fire system, or both the installation and maintenance of a fire system, shall give 30-days' written notice to the owner, the occupant, **the authority having jurisdiction** and the State Fire Marshal before the licensed company discontinues service to the owner or occupant, as appropriate.

(Added to NAC by St. Fire Marshal by R220-99, eff. 9-25-2000)

**NAC 477.365 Fire alarm systems: Evidence of capability to provide service; agreement for maintenance; notification of discontinuance of service; plans and specifications; level of sound. (NRS 477.030)**

2. Where fire alarm systems are installed, a satisfactory agreement for the maintenance of the system must be provided. A licensed company shall give a 30-day notice to the owner, the occupant and **the authority having jurisdiction** before the company may discontinue service to the owner and the occupant. All systems must be under the supervision of qualified persons. These persons shall have proper tests and inspections made at prescribed intervals and have general charge of all alterations and additions to the systems under their supervision. A copy of the maintenance agreement, along with proof that the firm or company which will provide the maintenance is adequately covered by liability insurance, must be submitted by the firm or company to the local fire department having jurisdiction and the State Fire Marshal.

Notice of cancellations can be submitted via fax at 702-229-0124, via mail to 333 N Rancho Dr., Suite 500, Las Vegas, NV 89106, or via email at:

[LVfireprevention@lasvegasnevada.gov](mailto:LVfireprevention@lasvegasnevada.gov).

We thank you for your anticipated cooperation.

Robert Fash  
Deputy Fire Marshal